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**Inspection Report**

<b>Provider Name:</b> Saffell Street School After School Child Care	<b>Provider Information</b> <b>Provider Type:</b> LICENSED TYPE I	<b>CLR No:</b> L353793
<b>Provider Address:</b> 210 Saffell Street, Lawrenceburg, KY, 40342		<b>Capacity:</b> 83
<b>Owner(s):</b> Anderson County Board of Education		<b>Director(s):</b> Shepherd, Judy H

<b>Inspection Type:</b> Renewal Application	<b>Inspection Information</b>	<b>Inspection No:</b> 305723
<b>Date Initiated:</b> 02/26/2021 2:30 PM	<b>Date Concluded:</b> 02/26/2021 4:15 PM	
	<b>No. of Children Present:</b> 26	

Inspection Report	
<b>Background Checks</b>	<b>In Compliance</b>
<b>Supervision</b>	<b>In Compliance</b>
<b>Staffing Requirements</b>	<b>Not In Compliance</b>
<b>120 - Adequate Adults/Qualified Staff</b>	<b>Not In Compliance</b>
<p><b>922 KAR 2:090. Section 11. Staff Requirements.</b>  <b>(10) The minimum number of adult workers in a child-care center shall be sufficient to ensure that:</b>  <b>(a) Minimum staff-to-child ratios in accordance with 922 KAR 2:120 are followed;</b>  <b>(b) Each staff person under eighteen (18) years of age and each student trainee are under the direct supervision of a qualified staff person who meets the requirements of this section; and</b>  <b>(c) Unless providing care with a qualified staff person, a person under the age of eighteen (18) shall not be counted as staff for the staff-to-child ratio.</b></p> <p><b>Findings:</b>                      General: Based on observation and review of documentation at the time of the survey, an unqualified staff person was left alone to supervise a group of children ages five- to seven-years-old while waiting in the hallway to enter the bathroom and again in a classroom for approximately one to two minutes when the other qualified staff person left the classroom. A review of the staff person's personnel records confirmed the staff person is under the age of eighteen and does not meet the definition of a qualified staff person.</p>	
<b>General Administration</b>	<b>In Compliance</b>
<b>Director Requirements</b>	<b>In Compliance</b>

Inspection Report

Employee Records

Not In Compliance

385 - Personnel File

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

(e) A current personnel file for each child-care center staff person to include:

1. Name, address, date of birth, and date of employment;
2. Proof of educational qualifications;
3. Record of annual performance evaluation;
4. Documentation of compliance with tuberculosis screening in accordance with Section 11(1)(b) of this administrative regulation; and
5. The results of background checks conducted in accordance with 922 KAR 2:280;

Findings:

General: Based on interview and review of documentation, out of eight staff files there were two staff that did not have a documented date of hire. The staff person in charge verbally stated one staff person started in October of 2020 and the other staff person started in January of 2021. However, the staff person in charge did not know the date within the month they were hired.

390 - Educational Requirements

Not In Compliance

922 KAR 2:090. Section 11. Staff Requirements.

(1) Child-care center staff:

(a) Hired after January 1, 2009, who have supervisory power over a minor and are not enrolled in secondary education, shall have a:

1. High school diploma;
2. GED or qualifying documentation from a comparable educational entity; or
3. Commonwealth Child Care Credential as described in 922 KAR 2:250;

Findings:

General: Based on interview and review of documentation, out of eight staff files, three files for staff hired 10/27/2020, October 2020 and January 2021, did not obtain a copy of a high school diploma, GED or other qualifying documentation.

410 - Training

Not In Compliance

922 KAR 2:090. Section 11. Staff Requirements.

(16) In accordance with KRS 199.896(15) and (16), a staff person with supervisory authority over a child shall complete the following:

- (a) Six (6) hours of cabinet-approved orientation completed within the first three (3) months of employment in a child care program;
- (b) Nine (9) hours of cabinet-approved early care and education training within the first year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training; and
- (c) Fifteen (15) hours of cabinet-approved early care and education training completed between July 1 and the following June 30 of each subsequent year of employment in a child care program, including one and one-half (1 ½) hours of cabinet-approved pediatric abusive head trauma training completed once every five (5) years.

(17) A staff person's compliance with training requirements of this section shall be verified through the cabinet-designated database maintained pursuant to 922 KAR 2:240.

Findings:

General: Based on review of documentation and ECE-TRIS records, a staff person hired 10/27/2020, did not have evidence of having completed six hours of cabinet approved orientation training within the first three months of employment.

Programming

In Compliance

Premises

In Compliance

Hygienic Practices

In Compliance

Inspection Report

First Aid/Medication

Not In Compliance

730 - Medication

Not In Compliance

922 KAR 2:120. Section 7. First Aid and Medicine.

(6) Medication, including refrigerated medication, shall be:

- (a) Stored in a separate and locked place, out of the reach of a child unless the medication is:
    - 1. A first aid supply and is maintained in accordance with subsection (1) of this section;
    - 2. Diaper cream, sunscreen, or toothpaste. Diaper cream, sunscreen, or toothpaste shall be inaccessible to a child;
    - 3. An epinephrine auto-injector. A licensed child-care center shall comply with KRS 199.8951 and 311.646, including:
      - a. An epinephrine auto-injector shall be inaccessible to a child;
      - b. A child-care center shall have at least one (1) person onsite who has received training on the administration of an epinephrine auto-injector if the child-care center maintains an epinephrine auto-injector;
      - c. A child-care center shall seek emergency medical care for a child if an auto-injector is administered to the child; and
      - d. A child-care center shall report to the child's parent and the cabinet in accordance with 922 KAR 2:090, Section 12(1)(b) if an epinephrine auto-injector is administered to a child; or
    - 4. An emergency or rescue medication for a child in care, such as medication to respond to diabetic or asthmatic condition, as prescribed by the child's physician. Emergency or rescue medication shall be inaccessible to a child in care;
  - (b) Kept in the original bottle; and
  - (c) Properly labeled.
- (7) Medication shall not be given to a child if the medication's expiration date has passed.

Findings:

General: Based on observation, several individual packets of aspirin, antacid, and various other individual packets of over the counter medications were found in the first aid kit. These individual packets were not labeled for an individual child or adult. Further observation found that the first aid kit that contained these medications was stored in an unlocked container in the top drawer of a filing cabinet located in a room used for care of the children. The filing cabinet did not have a key lock or other appropriate child safety lock to assure these items are inaccessible to the children.

Outdoor Play Area

In Compliance

Equipment

In Compliance

Transportation

Not Applicable

Food Service/Food Program

In Compliance

Food Service

In Compliance

Children's Records

In Compliance

Written Documentation

Not In Compliance

1160 - Daily Attendance Records

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

- (c) Daily attendance records documenting the arrival and departure time of each child, including records that are required in accordance with 922 KAR 2:160, Section 13, if a child receives services from the child-care center through the Child Care Assistance Program;

Findings:

General: Based on interview with the staff person in charge, there are children enrolled who receive services through the Child Care Assistance Program. Further interview with the staff person in charge found parents of these children have not been asked to review and sign the documented time of arrival and departure of their child.

1175 - Earthquake/Tornado/Fire Drills

Not In Compliance

922 KAR 2:090. Section 9. Records.

(1) A child-care center shall maintain:

- (h) A written record of quarterly practiced earthquake drills and tornado drills detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;
- (i) A written record of practiced fire drills conducted monthly detailing the date, time, and children who participated in accordance with 922 KAR 2:120, Section 3;

Findings:

General: Based on review of documentation, the earthquake, tornado and fire drills that were conducted were not being documented as required by this regulation.

Posted Documentation

In Compliance

Animals

Not Applicable

Emergency Regulation

Not In Compliance

1260 - Emergency Regulation

Not In Compliance

922 KAR 2:410E. Emergency Regulation.

Due to the current declared public health emergency caused by the Novel Coronavirus Disease (COVID-19), licensed child care centers must operate under Centers for Disease Control and Prevention and public health guidelines, as mandated by 922 KAR 2:410E, to prevent the spread of COVID-19.

Findings:

General: Based on review of documentation, a staff person hired 6/25/2020, had an old criminal records check from the State Police. There was not a date documented on the records check as to when the check had been completed. There was an additional staff person hired 7/6/2020, who had a criminal records check dated 7/20/2016. A new criminal records check was not submitted on these employees.

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Signature of Provider/Representative

Title

Date